



## Public Board Meeting Minutes

Wednesday Oct. 16, 2013

6:00 – 9:00 p.m.

Central Office Boardroom

#240, 688 Heritage Dr. SE

Calgary, AB

### Attendees:

Board & Administration: Bill McGregor (Chair), Cindy Higa (Vice-Chair), Shelley Schroh, Darren Martin, Darrin Whitbread, Bruce Hibbard, Jay Pritchard, Kurtis Leinweber, Reta Morgan, Judy Gray, Amy Donovan, John Deines, Meredith Poole

Presenters: Salima Hudani, Preston Lowther

Gallery: Sheri Rolfe, Jesse Classen

### 6:00 CALL TO ORDER

1. Review of Meeting Agenda

2. Approval of Minutes – September 18, 2013

**MOVED** by Shelley Schroh, seconded by Brice Hibbard. **CARRIED.**

3. Staff Reports

#### 3.1 Technology in the Classroom

Salima Hudani asked teachers for input on the various technological initiatives/devices in use in their classrooms and created a very entertaining and informative “A through Z” video based on their feedback. All use of technology is examined through its “fit” with FFCA’s DI Framework. Great work Salima!!!!

#### 3.2 Review of Rationale for Current School Calendar

1. Monthly ½ day Fridays: were initiated to increase collaboration time, both locally and across campuses, without excessive reliance on guest teachers.
2. November Break: was scheduled to provide some relief in the 16 week stretch in the fall, where increased absenteeism on the part of students and staff has been identified.

Feedback on both these initiatives, in the form of electronic surveys and analysis of absentee rates, will be gathered from staff and parents beginning in January. A report will be made to the Board next February or March.

#### 3.3 2014-15 Calendar

Background – Board approval is required for the 2014-15 calendars.

Shelley Schroh **MOVED** that the Board approve the 2014-2015 Elementary/Middle School and High School calendars as presented. Cindy Higa seconded.

Darrin Whitbread **MOVED** to table the motion. No seconder.

**MOTION CARRIED.**

4. Correspondence

Scientific American article re JUMP Math

Thank you card re Staff Appreciation

5. Policies (attached)

#### 5.1 A-401 Growth Principles

Background – This policy has come up for review in accordance with the 5-year cycle required in Policy B-301 Policy Development.

Cindy Higa **MOVED** that Policy A-401 Growth Principles be approved for First Reading as presented. Darren martin seconded. **CARRIED.**

#### 5.2 C-101 Roles and Responsibilities of the Superintendent

Background – This policy has come up for review in accordance with the 5-year cycle

required in Policy B-301 Policy Development.

Shelley Schroh **MOVED** that Policy C-101 Roles and Responsibilities of the Superintendent be approved for First Reading as presented. Darren Martin seconded. **CARRIED.**

5.3 F-301 School Facility Rental

Background – This policy has come up for review in accordance with the 5-year cycle required in Policy B-301 Policy Development.

Cindy Higa **MOVED** that Policy F-301 School Facility Rental be approved for First Reading as presented. Shelley Schroh seconded. **CARRIED.**

5.4 H-102 Second Language Instruction

Background – This policy has come up for review in accordance with the 5-year cycle required in Policy B-301 Policy Development.

Bruce Hibbard **MOVED** that Policy H-102 Second Language Instruction be approved for First Reading as presented. Shelley Schroh seconded. **CARRIED.**

5.5 G-801 & AP-G-801.1 Public Interest Disclosure

Background: AB ED has requested that school jurisdictions put into place a policy that is consistent with the Public Interest Disclosure (Whistleblower Protection) Act (“the Act”) and related Regulations of the Province of Alberta.

Shelley Schroh **MOVED** that Policy G-801 Interest Disclosure be approved for First Reading as presented. Bruce Hibbard seconded. **CARRIED.**

5.6 H-201 Information and Communication Technology Use & Resources

Potential revisions were discussed. Administration will bring an amended version to the November meeting.

5.7 H-401 Kindergarten (ECS)

Potential revisions were discussed. Administration will bring an amended version to the November meeting.

5.8 I-602 Field Trips

Potential revisions were discussed. Administration will bring an amended version to the November meeting.

5.9 J-201 School Council

Potential revisions were discussed. Administration will bring an amended version to the November meeting.

6. Superintendent’s Report

6.1 Wait List – Proposed changes and costs designed to facilitate the wait list process were presented. The Board wishes to examine other alternatives before deciding how to proceed.

6.2 2013-14 Enrollment – Final enrolment figures were presented for all campuses and grades. We are 12 students over projected numbers.

6.3 One School in Action – This will become a Standing Item on the Superintendent’s Report, as people share examples of how the concept presents itself across FFCA. Jay shared FFCA Guiding Principle #3 and described how that “lives” in our school.

6.4 Gonzaga Update – On October 10, Jay spent ½ day with the new Gonzaga Dean of Education who is very supportive of our partnership and has approached his Executive VP with a request for funds to initiate some action research projects and publications.

7. Information Items

7.1 ASC Report – No report.

7.2 PAT/Diploma Results – See handout showing excellent results for FFCA as compared to the

province.

7.3 Meeting Student Socio-Emotional Needs – Amy talked about the many initiatives that support the socio-emotional needs of our students (e.g. Kelso's Choice, Heroes. Link, Rachel's Challenge, efforts of counselors and YDC's, town halls, etc.) and pointed out how the word "bullying" is often used incorrectly.

7.4 Mental Health Curriculum – In her Master's Program, Kayla Lewis is being exposed to a mental health curriculum targeted toward gr. 9 students. She has implemented it this year and will be collecting data on it. It includes numerous resources for teachers, students and parents.

7.5 PAT Transition – The handout is the note that was sent home to parents regarding the changes in provincial testing, along with some information supplied by the province about this.

7.6 School Development PD – Judy and Amy have put together a schedule of PD opportunities for staff, the first two of which will occur on Oct. 26 and several dates, November to March, in both a north and south location.

## 8. Reports of Committees

### 8.1 Finance

#### 8.1.1 Q4 Report

Background: Administration is recommending that the Board receive the 2012-2013 Fourth Quarter Financial Report as presented.

Bruce Hibbard **MOVED** that the Board receive for information the FFCA 2012-2013 Fourth Quarter Financial Report as presented. Darrin Whitbread seconded. **CARRIED.**

8.1.2 Fall Budget Update – The Board received the update that shows no change in the 2013-14 budget approved in May because FFCA student enrollment came in close to budget. Alberta Education will be advised as such.

### 8.2 Facilities

8.2.1 Conversation with Avi Habinski – Avi encouraged FFCA to submit priorities for a YTBD modernization project, and offered that there is an older two-story school in the northeast that might replace St. Lawrence.

### 8.3 Community Relations

8.3.1 Stakeholder Communications – No report.

8.3.2 Communication Plan – Last year's plan has been reviewed by Kurtis who feels that it is still suitable to our needs. Darrin will review the plan as soon as possible.

8.3.3 Staff Appreciation Report – Very well received but there were quite a few no-shows due to flu.

8.3.4 School Council Appreciation – Will be held March 13, 2014 with a "We are lucky to have you" theme.

8.3.5 Scholarship Fund – Motion postponed.

8.3.6 Fund Development – Darren and Bruce are doing some research into best practices and will bring a plan to the Board in the near future.

8.3.7 Board Technology/Media – Darren is also researching information on what kind of plan FFCA might adopt regarding the use of social media.

8.3.8 Board Social Events – The Board will host hospitality at the admin retreat, and the Christmas party will be held on Nov. 30 at Darren's home.

#### 8.4 Human Resources

8.4.1 Board Performance Review – No report. Process will begin in early February.

8.4.2 Board Chair Performance Review - No report. Process will begin in early February.

8.4.3 Superintendent Performance Review – No report.

8.4.4 Bylaw Review – This is in the early stages; a meeting has been scheduled with Cindy.

8.4.5 Director's Handbook Review – This review will commence upon receipt of material from the Board retreat.

#### 8.5 Executive

8.5.1 Director Updates/Highlights – Most Board members attended the ABC Connection, staff appreciation, the Parent Partnership meeting and Board PD. Shelley Schroh: HS SC x 2, Night of the Phoenix; Bruce Hibbard: Drum Fit at SWE; Bill McGregor: Night of the Phoenix, Literacy Night, Rachel's Challenge Parents' Night/NEE PD Day.

8.5.2 Visioning – To date, 3 campus staffs have met with the consultant with good results and good tips for going forward. Invitations to the parent sessions will be sent out early next week; and the Board session is scheduled for Oct. 29. There are 2 main reactions: people are happy to have been asked, and wonder how what they are doing will matter.

8.5.3 Board Retreat – No date and location have been set; possibly next April or May.

8.5.4 Board PD – The “team” belief statement crafted by Bruce will be discussed at the upcoming T-6, or at a subsequent meeting.

8.5.5 Review of “Being Heard” – Discussion postponed to next meeting.

#### 9. Discussion Items

9.1 AEP/AERR – Kurtis will be sending out the first draft prior to the Nov. 20 meeting. Please send any comment to him and “reply all”.

9.2 Campus Crawls: Proposed: North - Dec. 4, South – Jan. 20. Dec. 4 will not work; John will try to come up with another date.

9.3 Parental Partnership AP: Darren identified as issues excessive word-smithing and the difficulty in bringing “2 different perspectives” together. Kurtis feels there is progress being made and he has a couple of key ideas which may address the concerns; he will revise the draft document. All participants are united in their desire for a positive resolution.

10. Open to Gallery – Jesse Classen: keep lines of communication open; optics are important as we continue to grow.

11. Talking Points (Standing Item)

12. Chairman's Remarks

**ADJOURNMENT:** 9:10p.m.

**NEXT MEETING DATE:** Nov. 20, 2013